

**Office of Massachusetts
Attorney General Maura Healey**



Fiscal Year 2017 Call for Grant Applications

***Local Consumer Aid Fund Programs:
Face-to-Face Mediation Programs***

Release Date: March 21, 2016
Responses Due: April 29, 2016

The Office of the Massachusetts Attorney General (AGO) is pleased to announce the opportunity for funding for Face-to-Face Mediation Programs ("FTFMPs"). FTFMPs add a more formal mediation process to the continuum of consumer assistance services, handling a range of consumer issues. The Face-To-Face mediators are neutral and are trained in mediation skills and techniques in compliance with statutory requirements such as M.G.L. c. 233, §23C. Eligible grantees include such FTFMPs.

Funding is available under the Local Consumer Aid Fund, created by [M. G.L. c. 12, § 11G](#). Grants will be awarded for the period of July 1, 2016 to June 30, 2017, for Fiscal Year 2017. All funds must be expended by June 30, 2016; unexpended funds must be returned to the Commonwealth.

This call for grant application proposals is subject to and contingent upon the availability of funds.

Funding is anticipated to be awarded in amounts ranging from \$20,000 to \$55,000. Funding is based upon service area, history of funding, and the provisions of this Call for Applications.

Applications are due on April 29, 2016 by 4:00 p.m. Subject to receipt of all necessary documents and reports, successful applicants will be notified by May 30, 2016. In the absence of any special conditions, successful applicants who have correctly completed and returned all required grant contract documents (with original ink signatures) will be awarded one quarter of the funds on or about July 1, 2016. The remainder of the funds will be distributed on a quarterly basis, provided the grantees comply with all reporting and other requirements.

Qualifications: Applications will be accepted from any 501(c)(3) organization (in good standing with the AGO Non-Profit/Public Charities Division and the Internal Revenue Service), local governmental agencies (*i.e.*, District Attorney's Office, Mayor's Office, Town Office of Elder Affairs), or colleges or universities.

Program Standards and Responsibilities: Applicants must accept and implement in full the FTFMP Program Standards and Responsibilities. By accepting funds, applicants agree to follow these Program Standards and Responsibilities in their entirety. Deviation from the Standards and Responsibilities or program plans and expenditures outlined in the organization's application may be grounds for termination, reduction, or suspension of funding. Disbursement of funds may be conditioned upon programmatic or budgetary changes requested by the AGO. If a grantee fails to implement these standards and responsibilities at any point during the grant year, they may forfeit additional disbursements under the grant and may be precluded from consideration for future grant opportunities. Go to www.mass.gov/ago/grants to review the FTFMP Standards and Responsibilities prior to submitting your application.

Letter of Intent: Organizations seeking funding should submit a letter of intent to apply no later than 4:00 p.m. on **April 8, 2016**. This letter must be submitted through our grant [website](#). Submitting this letter is a requirement in order to receive funding. Please write the subject line as "Letter of Intent for FTFMP Grant FY17."

Grant Proposal Submission: The AGO utilizes a grant management software system which allows for organizations to submit their grant application [online](#). Please allow for sufficient time to register online and complete the application by the deadline.

Collateral materials such as sample form letters or training materials are not required for submission and will not affect the selection process. Please note these collateral materials may be requested by the AGO at any time.

Applicants must complete the online application in its entirety; however, applicants will **defer ink signatures** until funding is awarded. After successful applicants are chosen, the necessary contract paperwork will be provided to the successful applicants for original ink signatures.

Payments: Payments will only be made via Electronic Funds Transfer.

Budget: In a separate line-item budget, please outline each expenditure you plan to make. Account for any dollar you plan to spend. Also detail all in-kind donations and additional funding sources.

Selection Process: This call for applications is subject to and contingent upon the availability of funds. Applicants will be considered for funding based on the organization's capacity to meet and adhere to the requirements outlined in this Call for Applications and FTFMP Standards and Responsibilities, demonstrated need, and availability of funds. Prior FTFMP grant recipients will further be evaluated on the timeliness and accuracy of their required reporting, the quality of their outreach events, and their satisfactory implementation of the FTFMP Standards and Responsibilities.

Applicants should have a demonstrated ability to work with underserved populations in their communities as well as a strong history of community engagement. Please note that past award of a similar grant, or any prior grants from the AGO, does not guarantee award under this RFP.

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. The AGO may, at its discretion, determine that non-compliance is insubstantial and can be corrected, or that an alternative proposed by the applicant is an acceptable substitute. In such cases, the AGO may seek clarification, allow the applicant to make minor corrections, apply appropriate adjustments in the evaluation, or apply a combination of all three remedies.

All applicants will be notified as to the status of their application by May 31, 2016. A listing of successful applicants will also be posted on the AGO website, www.mass.gov/ago/grants on or about July 1, 2016.

Reasonable Accommodation: Applicants that seek reasonable accommodation, which may include the receipt of the Call for Applications information in an alternative format, must communicate such requests in writing to the Grant Manager at agogrants@state.ma.us, no later than 4:00 p.m. on March 31, 2016.

Public Records: All responses and information submitted in response to this Call for Applications are subject to the Massachusetts Public Records Law, [M.G.L. c. 66, § 10](#), and to c. 4, § 7, cl. 26.

Conflict of Interest: [M.G.L. c. 268A](#) (Conduct of Public Officials and Employees) may apply.

Questions: Please submit questions by email to: agogrants@state.ma.us. The deadline for questions is April 28, 2016 at 4:00 p.m.